

HOW TO FILE AN AMENDED REPORT

STEP 1: Make sure that you have entered all the changes to the contributions, expenditures, debts and loans for the reporting period.

STEP 2: To get to the page where you file your reports (the **Filing Administration** page), click the **FILE A REPORT** button on your homepage OR click the **VIEW / FILE REPORTS** tab from any page in the system.

When you file an amended report, the system will automatically make adjustments to subsequently filed reports, if necessary.

MAINE COMMISSION ON
& Governmental Ethics
Election Practices

Home Enter / Amend Transactions View / File Reports Administration Public Site Log Off

Candidate / Committee Overview

Welcome back:

Help with this page My Admin Homepage

What do you want to do today?

Enter a Contribution Amend a Filed Contribution View / Amend an Unfiled Contribution Enter / Amend a Loan

File a Report Search Transactions

Enter an Expenditure Amend a Filed Expenditure View / Amend an Unfiled Expenditure Enter / Amend a Debt

STEP 3: Now you are on the **Filing Administration** page. In the **Filing History** table, click the **AMEND** link in the last column on the right for the report that you amended.

Filing History								
Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend Report	
42-DAY PRE-GENERAL	7/16/2014	9/16/2014	9/23/2014	9/9/2014	Yes	View	Amend	
42-DAY POST-PRIMARY	5/28/2014	7/15/2014	7/22/2014	7/18/2014	Yes	View	Amend	

MCEA CANDIDATES:

Please remember that your treasurer or deputy treasurer must file the report. MCEA candidates can enter transactions but cannot file the report.

HOW TO FILE AN AMENDED REPORT (cont.)

STEP 4: Now you can see a summary of the report. Look the summary over to make sure the totals are correct.

File Campaign Finance Report			
Report Name	11-DAY PRE-GENERAL	Report Due Date	10/24/2014
Committee		Reporting Period	09/17/2014 through 10/21/2014
Committee Type	Candidate	Committee ID	
Preview		Review the report detail before submitting.	
File		File this report.	
Go Back		Return to the Filings Administration page. (Data will be saved but report will not be filed.)	

Summary of activity since last filed report		
RECEIPTS	TOTAL FOR PERIOD	TOTAL FOR CAMPAIGN
CASH CONTRIBUTIONS FOR THE PRIMARY ELECTION (SCHEDULE A)	\$0.00	\$11,900.00
CASH CONTRIBUTIONS FOR THE GENERAL ELECTION (SCHEDULE A)	\$0.00	\$0.00
CASH CONTRIBUTIONS FOR THE GENERAL ELECTION RAISED PRIOR TO THE PRIMARY (SCHEDULE A)		\$6,125.00
OTHER RECEIPTS (INTEREST, ETC)	\$0.00	\$0.00
LOANS (SCHEDULE C)	\$0.00	\$0.00
TOTAL RECEIPTS	\$0.00	\$20,425.00
EXPENDITURES		
EXPENDITURES (SCHEDULE B)	\$0.00	\$20,253.86
LOAN REPAYMENTS (SCHEDULE C)	\$0.00	\$0.00
TOTAL PAYMENTS	\$0.00	\$20,253.86
CASH SUMMARY		
CASH BALANCE AT BEGINNING OF PERIOD	\$171.14	
PLUS TOTAL RECEIPTS THIS PERIOD	\$0.00	
MINUS TOTAL PAYMENTS THIS PERIOD	\$0.00	
CASH BALANCE AT END OF PERIOD	\$171.14	
OTHER ACTIVITY		
IN-KIND CONTRIBUTIONS (SCHEDULE A-1)	\$0.00	\$375.00
TOTAL LOAN BALANCE AT END OF PERIOD (SCHEDULE C)	\$0.00	
TOTAL UNPAID DEBTS AT END OF PERIOD (SCHEDULE D)	\$0.00	
For Party Candidates Only: Cash contributions for the General Election Raised prior to Primary Election (Included in Line 1A After Primary Election)		

The Summary of Activity only displays the totals of the contributions, expenditures and other transactions you entered. You cannot enter or change anything directly in the summary.

Previewing the report before you file it is a good way to make sure that you entered all your transactions and entered them correctly.

STEP 5 (optional): To preview the entire report before you file it, click the **PREVIEW** button. This will open a new window with a PDF of the report.

Preview	Review the report detail before submitting.
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STEP 6: To file the report, click the **FILE** button.

File	File this report.
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You will also get a system-generated e-mail confirming that the report has been filed.

The system will prompt you to confirm that you have finished entering all the transactions for the report. If you have, click **OK** to file the report. The system will give you a message that the report has been successfully filed. On the confirmation page, click **FINISHED** to return to the **Filing Administration Page**.